

April 21, 1945

Mr. C. B. Poole
Virginia Union University
Richmond, Virginia

Dear Mr. Poole:

Mr. Manley telephoned me yesterday just before leaving Richmond to say our Jackets had not arrived from the factory in Chicago. I had ordered them sent to Richmond, and expected them before now. Will you please take care of them for me when they get there and hold them until the team returns. There is also another smaller package which I have sent from Newark, which will be arriving.

You have not sent the bill yet for room and board for the club. I will take care of it as soon as you do.

Thank you for your cooperation.

Very truly yours,

EFFA MANLEY
Business Manager